

Monroe School District #1J
365 North 5th, Monroe, OR 97456

2018-19 NOTICE OF VACANCY
Classified Position
November 28, 2018

Position:	Title I Aide, Monroe Grade School
FLSA:	Non-exempt. This position is an hourly position.
Beginning wage:	\$10.75-\$10.96/hour
Benefits:	PERS retirement eligible. \$860/month in medical, dental and/or vision insurance benefits.
Scheduled days/hours:	All student contact days; 6.5 hours per day.
Position Begins:	ASAP
Application Materials:	Interested employees should send a letter of intent (paying particular attention to Qualifications and Essential Job Functions) to Monroe School District Office, 365 North 5 th , Monroe, OR 97456; 847-6292, fax 847-6290, or email christine.manley@monroe.k12.or.us EQUAL OPPORTUNITY EMPLOYER.
Closing Date:	Open until filled.

This recruitment announcement will be used to establish a list of qualified candidates to fill the current vacancies and may be used to fill future vacancies as they occur in the district.

QUALIFICATIONS:

1. Submit to a criminal history check as required by the school district.
2. Be at least 21 years of age at the time of initial employment.
3. Holds an Associate's degree or higher, OR has completed 72 quarter hours (48 semester hours) of course work at an institution of higher education.
4. Demonstrated aptitude for the work to be performed.
5. School district experience including direct experience with students preferred.
6. Demonstrated ability to work effectively with students, teachers, parents, and administrators.
7. Demonstrated positive interpersonal skills.
8. Understanding of learning styles preferred.
9. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
10. Must be proficient in English both oral and written.

JOB GOALS: To provide a well organized, smoothly functioning class environment in which students can take full advantage of the instructional program and available resource materials.

ESSENTIAL JOB FUNCTIONS:

I. Personal Qualities:

1. Presents a positive attitude by appearance, personal neatness, personal habits and punctuality.
2. Communicates and works cooperatively with other members of the staff and public.
3. Is neat in appearance and dresses appropriately for the position.
4. Maintains confidentiality and honesty in performing assigned tasks.

5. Functions in a positive attitude where there is pressure, frequent interruptions, and in an atmosphere which may be stressful.

II. General Duties

1. Assistants shall be in a support capacity only.
2. Assistants may provide instructional support under the direction of the teacher.
3. All assignments and instructional material shall be planned and designated by the certified classroom teacher and this material shall be supplemental in nature.
4. Teachers and Assistants shall consider the instructional needs of the identified students at all times.
5. Assistants may provide clerical support.
6. Assistants may provide student control support.
7. Assistants may provide one on one tutoring.
8. Assistants may provide classroom management support.
9. All instructional staff shall communicate on a regular basis regarding student progress, using written or verbal methods as agreed upon by staff members.
10. All instruction shall include direct coordination with other programs, especially with LEP, when appropriate.
11. Title I staff will meet regularly and the coordinator will communicate with all teaching staff as seems appropriate.
12. Under supervision of certificated teacher, prepares for classroom activities.
13. Works with small groups of students to reinforce material initially introduced by the teacher.
14. Assistants may be involved in parent activities.
15. Assistants may assist in the computer lab.
16. Assistants may provide library support.
17. Participates in inservice training programs when required.
18. Performs other tasks as assigned by the building administrator and supervising teacher.
19. Title I assistants may have similar duties to non-Title I assistants as long as the ratio of time spent is no higher than non-Title I assistants.
20. Is responsible for playground/hall duty and other supervisory responsibilities as assigned by the building administrator.
21. Accesses a computer and checks on announcements and notices on a daily basis.
22. Uses a computer to complete employment data on a daily basis including but not limited by days and/or hours worked, days absent and/or present and relevant history such as sick leave and personal leave.
23. Follows all District policies and those contained in the appropriate district handbook.

III. Timeliness:

1. Manages time properly.
2. Returns requested information by the date and time specified.
3. Attends all meetings as required; attends in a prompt manner and remains throughout the meeting.
4. Notifies the building administrator in the event of illness.

Physical Requirements: In an eight hour day, employee may: stand/walk 1-4 hours, sit 1-3 hours. Employee may use hands for repetitive single grasping, pushing/pulling, and fine manipulation. Employee may need to bend, twist, climb, and reach above shoulder occasionally. Employee may need to squat frequently. Employee may need to lift approximately 50 pounds, with frequent lifting and/or carrying objects weighing 10-20 pounds.

Terms of Employment: Assistants will be employed on all student contact days, at varying hours per day. Wage and benefits are as outlined and agreed to in the collective bargaining agreement between Monroe School District #1J and OSEA Chapter #83.

Mandatory Child Abuse Reporting: As mandatory reporters (ORS 419b.010) all employees are

required to immediately report to Law Enforcement and/or Department of Human Services any instance of suspected child abuse.

Evaluation: Performance of this position will be evaluated annually.

– Monroe School District #1J – An Equal Opportunity Employer –

EOE. Monroe School District #1J does not discriminate on the basis of race, religion, color, sexual orientation, national origin, disability, marital or parental status, sex, or age, veterans' status, genetic information and disability if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.

Posted: November 28, 2018